

APPLICATION FOR EMPLOYMENT

Position Applied For: _____

Full-time _____ Part-time _____ Summer/Holiday work _____ # of hours available _____ per week

Weekend availability: _____

Date you can begin work: _____ Expected salary: _____

How were you referred to us? (job board, referral, website, career fair, etc) _____

If you were referred, please list the name of the person who referred you: _____

PERSONAL DATA

Last Name _____ First Name _____ Middle Initial _____

Address _____
Street Address City State Zip Code

Daytime Phone _____ Evening Phone _____ Cell Phone _____

Email _____

GENERAL INFORMATION

1. Have you ever been employed at Davy Engineering Co.? Yes No
 If yes, when _____ Under what name? _____

2. Are you legally eligible for employment in the United States? Yes No

3. Are you 18 years of age or older? Yes No

4. Have you ever been convicted of a misdemeanor or felony other than a minor traffic violation? Yes No
 If **YES**, please list date(s), place(s) and nature of offense(s)
 A **YES** does not automatically disqualify you from employment. Determination will be made whether the conviction is substantially related to the circumstances of the job(s) being sought.

5. Are you charged with an unresolved criminal charge (or have you been charged with a crime that has not yet resulted in a plea of guilty court trail, or dropping of the charge). Yes No
 If **YES**, please list date(s), place(s) and nature of offense(s)
 A **YES** does not automatically disqualify you from employment. Determination will be made whether the conviction is substantially related to the circumstances of the job(s) being sought.

6. Are you able to perform the job duties listed on the job description with or without accommodation? Yes No

EDUCATIONAL DATA			
HIGH SCHOOL (name, address, phone)	Course of Study:	Years completed	Diploma Received: <input type="checkbox"/> Yes <input type="checkbox"/> No Have you passed a high school equivalency or GED test? <input type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE/BUSINESS/TRADE SCHOOL/ APPRENTICESHIPS (name, address, phone)	Course of Study:	Years completed	Diploma Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE/BUSINESS/TRADE SCHOOL/ APPRENTICESHIPS (name, address, phone)	Course of Study:	Years completed	Diploma Received: <input type="checkbox"/> Yes <input type="checkbox"/> No

LICENSES AND CERTIFICATES EARNED		
License/Certificate	Issued By	Date Earned/Date Expires

EMPLOYMENT HISTORY	
Starting with your current/most recent employer first, please list ALL employers covering at least the last 10 years. Attach additional sheet if needed.	
Company Name	Dates of Employment: From: _____ To: _____ Hours worked/week _____
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present:
Job Titles & Duties	Reason for Leaving
Final/Current Salary: \$ _____ per _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name _____	Dates of Employment: From: _____ To: _____
Address _____	Hours worked/week _____
City, State, Zip _____	Supervisor (and phone number, if known) _____
Job Titles & Duties _____	Your name when employed, if different from present: _____
Final/Current Salary: \$ _____ per _____	Reason for Leaving _____
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name _____	Dates of Employment: From: _____ To: _____
Address _____	Hours worked/week _____
City, State, Zip _____	Supervisor (and phone number, if known) _____
Job Titles & Duties _____	Your name when employed, if different from present: _____
Final/Current Salary: \$ _____ per _____	Reason for Leaving _____
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name _____	Dates of Employment: From: _____ To: _____
Address _____	Hours worked/week _____
City, State, Zip _____	Supervisor (and phone number, if known) _____
Job Titles & Duties _____	Your name when employed, if different from present: _____
Final/Current Salary: \$ _____ per _____	Reason for Leaving _____
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please account for any time you were not employed after leaving school in the past ten years:	
<u>Time Period(s)</u>	<u>Reason(s) for Unemployment</u>
If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.	

REFERENCES – List three recent work-related professional references below. Please list current/former supervisors if possible. Do NOT list relative or friends.

Name	Address (Street, City State)	Phone Number (with area code)	Title and Relationship to You

OTHER JOB-RELATED EXPERIENCE. Some people gain job-related experiences in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and which have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please Read Carefully Before Signing

I certify that the information provided by me in this application is true and complete and that I have withheld nothing that could affect this application unfavorably. I understand that any false information or omission may disqualify me from further consideration for employment at Davy Engineering Co. and could result in my dismissal if discovered at a later date. I agree to immediately notify Davy Engineering Co. if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust, while my job application is pending, or during my period of employment, if hired.

I authorize the companies, credit agencies, law enforcement agencies, schools, or persons named above to give any information requested regarding my employment, character and qualifications. I hereby release said companies, schools, or persons from all liability for providing this information. I understand that should I become an employee of Davy Engineering Co., my employment will be at will. That is, I will be free to terminate my employment at any time, for any reason or no reason, and Davy Engineering Co., will be free to terminate my employment at any time for any reason or no reason. Neither this employment application nor any other document or statement by any agent, employee or representative of Davy Engineering Co., shall create or imply the existence of an employment contract for any specific period of time. If employed, I agree to comply with the rules and regulations of this organization.

I understand that it is my responsibility to determine if this application has been received by Davy Engineering Co. I acknowledge that my submission of this form with typed signature is equivalent to my signing a paper application and implies my understanding of the above authorization and agreements. I further acknowledge that this application is transferable and assignable to Davy Engineering Co.

(Typed) Signature:	Date
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*Davy Engineering Co., is committed to ensuring Equal Opportunity and Nondiscrimination in the provision of services and employment to all individuals with respect to sex, color, ancestry, disability, marital status, race, creed (religion), age (40 and over), use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership or any other characteristic protected by law. Davy Engineering Co. complies with the Drug Free Workplace Act and reserve the right to conduct pre-employment drug screening. We are an **Equal Opportunity Employer M/F/V/D.***

Voluntary Invitation to Self-Identify

Our organization is required by various agencies of local, state, and federal government to collect information from employment applicants. Submission of this information is voluntary. Refusal to provide the information will not subject you to any adverse treatment. The information requested on this sheet is for the purpose of our compliance with these record keeping requirements and to determine recruiting and employment patterns. This information will be kept confidential and used only in accordance with Executive Order 11246, the Rehabilitation Act of 1973, and the Vietnam Era Readjustment Assistance Act.

This document will be separated from your application prior to review.

The company believes all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment because of race, color, gender, religion, sexual orientation, national origin, physical or mental disability, veteran status, age or marital status.

Name:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Position for which you applied:	Date of Application:	

You are commonly considered as belonging to or being regarded as a member of which of the following groups? You may check one or more racial designations.

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa. Terms such as Haitian or Negro can be used in addition to Black or African American.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Do you qualify as a disabled veteran, defined as a veteran who is entitled to compensation under the laws administered by the Veteran's Administration for a disability rated at 30% or more, or who was discharged or released from active duty because of a service connected disability? Yes No

Are you a veteran of the Vietnam era defined as an individual who served on active duty for a period on more than 180 days; any part of which occurred between August 5, 1964 and May 7, 1975, and was not dishonorably discharged, or who was discharged for a service connected disability of any part of such duty was performed between August 5, 1964, and May 7, 1975? Yes No

Do you have any physical or mental impairment that substantially limits one or more of your major life activities, have a record of such impairment, or are regarded as having such impairment? Yes No

The organization makes reasonable accommodations to ensure equal opportunity for qualified individuals with disabilities. At this time you are able to indicate accommodations that we could make which would enable you to perform that job properly and safely, including special equipment changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations? Yes No

If YES, Please indicate: